



PLAN AMENDMENT AUTHORIZATION REQUEST PROCEDURE

On April 30, 2003, the Board of Supervisors amended Policy I-63 and specified that any amendment to the County General Plan must be initiated by the Planning Director, the Planning Commission or the Board of Supervisors. All private requests must be filed initially for review by the Planning Director.

Filing

To file the initial request with the Director, the applicant should submit a Plan Amendment Authorization Application requesting consideration of the amendment accompanied by information that includes:

- A list of the Assessor's Parcel Numbers for the property included in the application and outlined on a USGS quad map;
- The total acreage;
- A map or maps showing existing and proposed General Plan and Zoning;
- Name of the Community or Subregional Plan where the project is located; and
- A complete description of the proposed plan amendment.

The application requires an ownership disclosure and a deposit of \$1,000.00 by check or money order made out to the County of San Diego. Application packages are available at the Zoning Information Counter.

Review Criteria

When reviewing the request, the Director will be evaluating the proposal for:

- Consistency with existing and planned land uses in the vicinity and in the community, including the goals and policies of the Community or Subregional Plan;
- Availability of adequate infrastructure commensurate with the project needs;
- Comments from the Planning or Sponsor Group; and
- Known site constraint factors such as, but not limited to, steep slopes, wetlands, or MSCP Biological Resource Core Areas that would make the request inconsistent with environmental conservation goals and programs.

Upon receipt of a complete application, the Director shall immediately notify and solicit comments from the appropriate Planning or Sponsor Group. The Planning or Sponsor Group will have 35 days from submittal of the application to submit comments. Comments shall be faxed or sent via electronic mail if the Group's meeting is held close to the end of the 35-day comment period.

Decision

The Director shall make a decision whether to authorize the initiation of the amendment within 45 days of the submittal of the request accompanied by all required information. Should the Director decline to initiate the proposed General Plan amendment, the applicant may present the request for initiation by letter, first to the Planning Commission, and then to the Board of Supervisors, if the Planning Commission declines to authorize the amendment.